

Pratt

Pratt Institute School of Information

Space+Technology Committee: Plan AY 20/21

Updated: September 20, 2021

Recommended by the Faculty Council and approved by the SI Dean on October 8, 2020.

Key: Items highlighted in light yellow are expected to be completed fiscal year 20/21 (July 1, 2020 to June 30, 2021). Items in green have been completed. Items in red are postponed. Note that **software** required on computers is maintained through the [SI Technology in the Classroom](#) doc.

Space	Need	Plan to address	Estimated Cost	Priority	Due Date	Actual
PMC 601a PMC 601b	Space is cluttered with record boxes.	Investigate options for additional storage, such as sending off-site (e.g., Iron Mountain, Brooklyn campus).	TBD	Low		
PMC 604	In general, space poorly supports faculty meeting with advisees or others because of shared office spaces.	Investigate options for supporting faculty advisement of students.	Unknown	Medium	--	
PMC 605	As water fountains are turned off and micro-market is closed down, devise alternative way for hydration.	Until micro-market is reopened, purchase water and other beverages available for free in the refrigerator.	Depends on length of need. \$100 to fill-up refrigerator.	High		Complete. Free water and beverages made available to community throughout the AY.
PMC 606	For social distancing during the pandemic, room needs to re-designed to maximize capacity while maintaining social distancing	Redesign room - eliminate computer rows and put computer terminals along the wall. This will allow faculty to look at computer screens and maintain social distancing. Reconnect 3rd LCD screen to instructor workstation.	0	High	Aug. 2020	Complete
PMC 609	Computers are out of warranty	Replace 7 computers	\$31,000	Medium	TBD	Insufficient funds in AY 20/21.
PMC 610	Screen on the the left side of the room does not turn on	Install control cable so that left screen turns on and sets to the correct input.	0	High	June 2021	Brought need to IT (Matt Martin)

	when the AV “On” switch is activated.					
PMC 612	Install 16 new computers that were purchased last fiscal year but postponed because of pandemic.	Install computers in the summer.	--		June 2021	Complete.
PMC 702	Run INFO 634 Conservation Lab course from PMC 702 because conservation lab at Brooklyn College will not be available for SI use in Spring 2021.	Purchase additional supplies as needed. Use the Conservation cart that was purchased last fiscal year and is stored in PMC 608.	\$1,500-\$2,500	High if course get sufficient enrollment to run	Jan. 2021	Complete.
General	For social distancing during the pandemic, space out furniture and remove excess furniture and equipment.	Create new room capacities, remove excess furniture and equipment, rollout signage, and make PMC 610 (fall only) and 612 into storage rooms.	0	High	Aug. 2020	Complete.
General	As some hybrid classes will have some students who cannot come in-person, as well as hyflex courses, ensure that students can be Zoomed into in-person courses.	Buy 4X Blue Yeti microphones to ensure sound quality for Zoom participants. Install in PMC 704, 712, 609, and 606 and put on long USB cables. For HyFlex course in PMC 704, buy 8X individual microphone system from Pyle . Use existing webcams for video feeds. Ensure Zoom installed on all instructor workstations.	\$1,000	High	Aug. 2020	Complete
General	As many courses will be taking place online, improve online infrastructure for online learning. Support faculty in online teaching.	Pratt IT has rolled-out Canvas (new learning management system to replace/supplement Moodle), Launchpad (licensed applications that can run over remote desktop), Miro (whiteboarding tool), among many other tools. Pratt’s Center for Teaching and Learning rolled-out Resilient Online Teaching course and paid faculty stipends to take the course. Dean Cocciolo held a “Getting Started with Canvas” workshop for faculty in the fall.	Largely managed by departments outside of SI, hence, total cost is unknown.	High	Aug. 2020	Complete
General	While light switches allow	Add additional light switches to allow	TBD	Low	--	Jan ‘18: Described

	you to control fluorescent lamps pointed up and down, faculty want to be able to turn off lights near the projected image while maintaining some lighting away from the projected image.	more control of lighting.				need to architects (Kliment Halsband Architects) and Pratt facilities dept.
General	Noise from the 7th floor because lack of insulation is distracting during classes. Sometimes, debris falls from the ceiling.	Cocciolo will describe this issue to the architect.	TBD	Low	--	Jan '18: Described need to architects (Kliment Halsband Architects) and Pratt facilities dept, and again in Dec. 2018. Suggested that furniture on wheels could help address the problem.
General	Building can be overheated in the winter and under-cooled in the summer, resulting in frequent complaints from students, faculty and staff.	Study and address heating and cooling issues on the floor.	Unknown	High	TBD	Issue brought to Chief Facilities Officer, March 2018
General	Water fountain on 6th floor has broken and need to be replaced. Should allow people to fill their own water bottles with cold water.	Replace dual water fountains with a model that supports filling water bottles (e.g., this model in the Pratt cafeteria), which also indicates how many disposable water bottles have been saved through its use.	\$5,000	Low		Complete Aug. 2021.
General	Classrooms have older seating that is dated looking and in some cases are woobly, and mismatching.	Replace seating in classrooms with modern and durable seating. Prioritize classrooms that are most frequently used and not recently refreshed (order: 606, 602, 608, 609).		Low		
Women and Men Restrooms	Restrooms have odor problems because there is not any ventilation (other than door opening/closing).	TBD	TBD	Low	TBD	Discussed issue with Chief Facilities Officer in Dec. 2018 and Oct. 2019. Said

	Could benefit from being connected to a HVAC or at least a fan.					that the vent should be connected to exhaust pipe that exits on the roof- will look into if it is working properly.
InfoLounge	Complete the installation of the art work by Nat Quinn that was delayed because of the pandemic.	Ask Nat Quinn to come in and complete the work.	0	Low	June 2021	Nat Quinn was but has left the area. May return in Spring '22.
PMC Basement	~180 count record boxes are difficult to access	Devise a permanent solution at PMC or send to off-site storage	TBD	Medium	TBD	